

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Kimberley Little
Contracting Authority, DLP 3-2-5-1
Kimberley.Little@forces.gc.ca

Proposal To: National Defence Canada

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods and services listed herein and on any attached sheets at the price(s) set out therefore.

Proposition à : Défense nationale Canada

Nous offrons par la présente de vendre à Sa Majesté le Roi du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

Title/Titre Pace Stick	Solicitation No – N° de l'invitation W8486- 249411/A
Date of Solicitation – Date de l'invitation	
Address Enquiries to – Adresser toutes questions à Kimberley.Little@forces.gc.ca	
Telephone No. – N° de téléphone	FAX No – N° de fax
Destination	

Instructions:

Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions: Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name/Nom _____	Title/Titre _____
Signature _____	Date _____

**Solicitation Closes –
L'invitation prend fin**

At – à :14:00

On - le : 28 June 2024

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List of Annexes

Annex A – Statement of Work

Appendix 1 to Annex A - Technical Requirement Specification

Appendix 2 to Annex A - Data Item Description (DID)

Appendix 3 to Annex A - Contract Data Requirements List (CDRL)

Attachment 1 to Annex A - Bid Technical Evaluation Plan

Attachment 1 to Part 4 – Electronic Payment Instruments

Annex B – Pricing Schedule

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There are no security requirements associated with this bid solicitation.

1.2 Statement of Work

The Work is detailed in Annex A – Statement of Work.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing or by telephone.

1.4 Trade Agreements

This procurement is subject to the following trade agreements:

Canada Free Trade Agreement (CFTA)

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the following modifications:

- a) Section 02, Procurement Business Number is deleted in its entirety.
- b) Section 20(2), Further Information is deleted in its entirety.
- c) Subsection 2.d. of Section 05, Submission of Bids, is deleted in its entirety and replaced with the following:

Send its bid only to the address specified in the bid solicitation.
- d) Section 06, Late Bids, is deleted in its entirety;
- e) Section 08, Facsimile, is deleted in its entirety.
- f) Technical Difficulties of Bid Transmission as follows:

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid

solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

(i) The bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR

(ii) The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

g) Completeness of the Bid as follows:

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

Specifically, the bid will be reviewed and deemed to be complete when the following elements have been submitted by the bidder:

1. That certifications and securities required at bid closing are included.
2. That bids are properly signed, that the bidder is properly identified.
3. Acceptance of the terms and conditions of the bid solicitation and resulting contract.
4. That all documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
5. All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.

2.2 Submission of Bids

Electronic Submission of Bids

- a) Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation. Bids must be received electronically as noted in subparagraph b).
- b) Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. To minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

Only bids transmitted electronically to the email address identified on the first page of this RFP will be accepted.

Pre-award Samples Submission

Bidders must submit one pace stick and carrying case as described in Appendix 1 to Annex A Section 3.

Bidders must submit a sample that will meet the specified manufacturing, labelling, and packaging requirements.

The pre-award samples must be sent to the following address by the time and date of bid closing:

Department of National Defence
ADM(Mat) / DGLEPM / DLP
DSSPM 3-4-7
101 Colonel By/NPB 2-B21
Ottawa ON K1A 0K2

The Bidder must ensure that the following information is clearly printed or typed on all pre-award samples or on its packaging:

- a. Solicitation Number;
- b. Name of Bidder; and
- c. Solicitation Closing Date and Time.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.5 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)

- Canadian International Trade Tribunal (CITT)

(c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid - 1 soft copy PDF-format;
- Section II: Financial Bid - 1 soft copy PDF-format;
- Section III: Certifications - 1 soft copy PDF-format;
- Section IV: Additional Information - 1 soft copy PDF-format;

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- a. use a numbering system that corresponds to the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by CPC Connect service and by facsimile will not be accepted.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section III: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

Bidders must submit firm prices, Delivered Duty Paid (DDP) at 25 CFSD Montreal (Incoterms 2010), and 7 CFSD Edmonton (Incoterms 2010), Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately.

Bids must be submitted in Canadian dollars.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 1 to Part 4 Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 1 to Part 4 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section IV: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including "technical" and "financial" evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Bidders must provide substantiation in detail as to how a mandatory criterion is met or provide cross-referenced to identify the page(s) where a mandatory criterion is demonstrated in their technical offer. Canada reserves the right to verify any and all information submitted.

4.1.1.1 Pre-Award Sample and Supporting Documentation

A) Pre-Award Sample with bid

As part of the technical evaluation, to confirm a Bidder's capability of meeting the technical requirements, one (1) pre-award sample of the Pace Stick of each length along with Carrying Cases per each and certificate(s) of compliance must be included with the bid.

The Bidder must ensure that the required pre-award samples manufactured in accordance with the technical requirement and is fully representative of the bid submitted. Rejection of the pre-award sample will result in the bid being declared non-responsive.

The Bidder must deliver the required pre-award sample at no charge to Canada and must ensure that it/they are received with the bid at time and place of bid closing (refer to section 2.2 Submission of Bids). Failure to submit the required pre-award samples and certificates of compliance at bid closing will result in the bid being declared non-responsive. The samples submitted by the Bidder will remain the property of Canada.

If one or more supporting documents are not submitted with the bid, the Contracting Authority will inform the bidder in writing and provide the Bidder with two (2) working days from the request to submit the missing supporting documentation. Failure to comply with the request within the specified timeframe will result in the bid being declared non-responsive.

The pre-award samples must be sent with the bid and must be sent to the following address by the time and date of bid closing:

Department of National Defence
ADM(Mat) / DGLEPM / DLP
DSSPM 3-4-7
101 Colonel By/NPB 2-B21
Ottawa ON K1A 0K2

The Bidder must ensure that the following information is clearly printed or typed on all pre-award samples or on its packaging:

- a. Solicitation Number;
- b. Name of Bidder; and
- c. Solicitation Closing Date and Time.

The samples submitted by the Contractor will be evaluated IAW the requirements stated in Attachment 1 to Annex A - Bid Technical Evaluation Plan

4.1.2 Financial Evaluation

Evaluation of Price-Bid

The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) at destinations as noted in Annex B - Pricing Schedule, Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

4.1.2.2 SACC Manual Clause

B1000T (14-06-28) Condition of Materiel

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

PART 6 – RESULTING CONTRACT CLAUSES

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must provide the items detailed under the General Requirements at Annex A.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010A (2023-11-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "His Majesty" or "the Government" means His Majesty the King in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

Subsection 5 of General Conditions are amended as follows:

Delete: The Contractor must maintain such records at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later.

Insert: The Contractor must maintain such records, and Canada and its authorized representatives will have the right to examine such records, at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and

disputes, whichever is later. Should an examination reveal any overpayments by Canada, these will be claimed by Canada and immediately repaid by the Contractor.

6.4 Term of Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to five additional one-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least sixty calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.1 Delivery Date

All the deliverables for Firm Year One must be received on or before 31 March 2025.

6.4.2 Delivery Points

Goods must be consigned and delivered to the destination specified in the contract:

1. Incoterms 2010 "DDP Delivered Duty Paid" 25 CFSD Montreal Depot and 7 CFSD Edmonton Depot.
2. The Contractor must deliver the goods to Canadian Forces (CF) Supply Depots by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the Depot Traffic Section at the appropriate location shown below. The consignee may refuse shipments when prior arrangements have not been made.

Department of National Defence
25 CFSD Montreal
6363 Rue Notre Dame St E.
Montreal, QC H1N 2E9
Canada
Telephone: 1-866-935-8673 (toll free), or
514-252-2777, ext. 2363 / 4673 / 4282
Email: 25DAFCTrafficRDV@forces.gc.ca

Or

Department of National Defence
7 CFSD Edmonton
195 Ave & 82nd St., Bldg. 236
Edmonton AB T5J 4J5
Canada
Telephone: 780-973-4011, ext. 4524
Email: Edm7CFSDNMDS@forces.gc.ca

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kimberley Little
Title: Contracting Authority, DLP 3-2-5-1
Department of National Defence

Director General Land Equipment Program Management
Directorate: Directorate of Land Procurement
Address: 101 Colonel by Drive, Ottawa, Ontario, K1A 0K2
E-mail address: Kimberley.Little@forces.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-____
Facsimile: ____-____-____
E-mail: _____.

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone : ____ ____ ____
E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B for a cost of \$_____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.
Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.3 Multiple Payments

SACC Manual [H1001C](#) (2008-05-12), Multiple Payments.

6.6.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

6.6.6 Audit

6.6.6.1 Auditing

Canada reserves the right to recover amounts and make adjustments to amounts payable to the Contractor where an examination of the Contractor's records has identified amounts allocated to the Contract that are not in accordance with the Contract terms.

Where the results of an examination indicate that an overpayment by Canada has occurred, such overpayment is due and payable on the date indicated in the notice of overpayment.

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the following address for certification and payment.

For Deliveries to Montreal Depot:

Department of National Defence
25 CFSD MONTREAL
6560 HOCHELAGA ST
MONTREAL QC H1N 1X9
Attention: Accounts payable W1941
E-mail: 25DAFCTrafficRDV@forces.gc.ca

OR

For Deliveries to Edmonton Depot:

Department of National Defence
7 CFSD SUPPLY DEPOT
STN FORCES P.O. BOX 10500
EDMONTON, AB T5J 4J5
Attention: Accounts payable W2481
Email: Edm7CFSDInvoices@forces.gc.ca

- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.7.1 Release Documents – Distribution

The contractor must prepare the release documents in a current electronic format and distribute them as follows:

- (a) One (1) copy mailed to consignee marked: "Attention: Receipts Officer".
- (b) Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- (c) One (1) copy to the Contracting Authority;

6.8 Certifications and Additional Information

6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) The Articles of Agreement.
- (b) The general conditions 2010A (2022-12-01), General Conditions - Goods (Medium Complexity);
- (c) Annex A - Statement of Work.
- (d) Appendix 1 to Annex A - Technical Specifications.
- (e) Annex B - Pricing Schedule.
- (f) The Contractor's bid dated _____ (insert date of bid).

6.11 Defence Contract

[A9006C](#) (2012-07-16) Defence Contract.

6.12 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

6.13 Packaging Requirement

SACC Manual clause [D2000C](#) (2007-11-30), Markings

SACC Manual clause [D2001C](#) (2007-11-30), Labelling

SACC Manual clause [D2025C](#) (2017-08-17), Wood Packaging Materials

6.14 Quality Assurance

D5545C (2019-05-30) ISO 9001:2015 - Quality Management Systems - Requirements (Quality Assurance Code C)

6.15 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

**ANNEX A
TO W8486-249411
REVISED 09 Feb 2024**

STATEMENT OF WORK

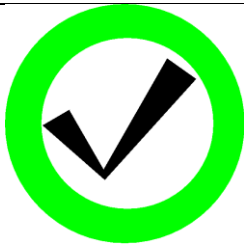
FOR THE

PROCUREMENT OF

NSN 8465-99-258-5209, PACE STICK (39"/ 99.06 CM)

NSN 8465-99-937-5791, PACE STICK (41"/104.14 CM)

NSN 8465-99-969-4225, PACE STICK (43"/ 109.22 CM)



NOTICE

This documentation has been reviewed by the Technical Authority and does not contain controlled goods.

AVIS

Cette documentation a été révisée par l'Autorité technique et ne contient pas de marchandises contrôlées.

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1.0 **SCOPE**

1.1 **Purpose.**

1.1.1 The purpose of this Statement of Work (SOW) is to describe the requirements and work effort required from the Contractor by the Department of National Defence (DND) for the supply of items and services to meet the requirements for the acquisition of Pace Stick (39"/ 99.06 cm), Pace Stick (41"/ 104.14 cm) and Pace Stick (43"/ 109.2 cm).

1.2 **Background**

1.2.1 The current inventory of Pace Sticks has been in use in the Canadian Armed Forces (CAF) for many years and is no longer supportable. The Canadian Pace Stick was manufactured in only one length (37"/ 93.98 cm) and is no longer suitable for the current demographic of the Canadian Armed Forces personnel.

1.3 **Intended Use**

1.3.1 The Pace Stick is a training instrument used to gauge the length of pace and to measure distance and interval. The Pace Stick is intended for use by supervisory personnel, primarily during drill training. The Pace Stick is used to achieve standard lengths of pace.

1.4 **List of Acronyms and Abbreviations**

Abbreviation	Description
CA	Contracting Authority
CAGE	Commercial and Government Entity
CAF	Canadian Armed Forces
C of C	Certificate of Conformance
DND	Department of National Defence
IAW	In Accordance With
NDQAR	National Defence Quality Assurance Representative
NSN	NATO Stock Number
PA	Procurement Authority
PM	Project Manager
SOW	Statement of Work
TA	Technical Authority

Figure A-1 List of Acronyms and Abbreviations

1.5 **Terminology**

1.5.1 Certificate of Conformity- A certificate that is given to products that meets a minimum set of safety, regulatory, and technical requirements.

2.0 APPLICABLE DOCUMENTS

2.1 References

2.1.1 The following references are provided with the Request for Proposal. Where mentioned, the following Standards must be used for the preparation of deliverables to the extent specified in this SOW:

2.1.1.1 DND Specifications, Standards, and Publications:

REFERENCE	TITLE	ISSUER	DATE
D-01-400-002/SF-000	Levels of Engineering Drawings	DND	2018-07-31
D-02-002-001/SG-001	Identification Marking of Department of National Defence Materiel Property	DND	2021-06-30
D-LM-008-001/SF-001	Methods of Packaging	DND	1983-02-03
D-LM-008-002/SF-001	Specification for Marking for Storage and Shipment	DND	1991-08-01
D-LM-008-036/SF-000	DND Requirement for Manufacturer's Standard Pack	DND	2013-12-01

Figure A-2 DND Specifications, Standards, and Publications

2.1.1.2 Other Standards and Publications

REFERENCE	TITLE	ISSUER	DATE
BS EN 1652	Copper and Copper Alloys. Plate, Sheet, Strip and Circles for General Purposes		1998 Edition
BS EN 10277	Bright Steel Products		2018 Edition
BS EN 1210	Specification for Wood Screws		2005 Edition
BS EN 301	Adhesives, Phenolic and Aminoplastic for Load-Bearing Timber		2017 Edition
UK/SC/6788 ISSUE 05	Technical Specification for Ceremonial Items, Wood/Cane/Fibreglass	Ministry of Defence, United Kingdom	6 Nov 2015

Figure A-3 Other Standards and Publications

2.2 Order of Precedence

2.2.1 In the event of a conflict between the content in this SOW and the referenced documents, the content of this SOW takes precedence.

3.0 GENERAL REQUIREMENTS

3.1 Scope of Work

3.1.1 The Contractor must supply the Pace Sticks and carrying cases that meet all the requirements identified in Appendix 1 of this SOW.

3.1.2 The Contractor must supply the following:

3.1.2.1 The Contractor must supply Pace Sticks and carrying cases in the lengths and quantities identified in **Table A-4**.

3.1.2.2 The Contractor must supply a Certificate of Conformity stating that each Pace Stick is manufactured of Canadian Maple, natural wood colour with a clear coat finish and that all other materials used to manufacture the Pace Sticks meet the materials requirements specified in Technical Specification UK/SC/6788 Issue 05, Pattern No. D00963. The Certificate of Conformity may be in the Contractor's choice of format, but it must be on company letterhead and be signed and dated.

3.1.2.3 The Contractor must deliver all goods to Canadian Forces Supply Depot Montreal (CFSD Montreal) and Canadian Forces Supply Depot Edmonton (CFSD Edmonton).

3.2 **Materiel Identification**

3.2.1 Within ten (10) calendar days of contract award, the Contractor must provide a list of contractor part numbers for each Pace Stick and carrying case. The Contractor must provide a technical description, drawings and specifications used to manufacture the Pace Stick and carrying case. The information must be provided on contractor letterhead and may include a graphical representation of the Pace Sticks and carrying case.

3.2.2 The Contractor must meet the UID requirements for non-serialized equipment as described in detail in D-02-002-001/SG-001 Standard for Identification Marking of Department of National Defence Materiel.

4.0 **PROJECT MANAGEMENT**

4.1 **Project Management Program**

4.1.1 This section identifies the Contractor's obligation to establish and maintain a project management capability to meet the requirements of the Contract.

4.1.2 The Contractor must implement and maintain a project management program for the duration of the Contract.

4.1.3 The Contractor must designate a Project Manager (PM) with the responsibilities to coordinate, execute and manage the Contractor's project management program for the Contract.

4.1.4 The Contractor's PM must have the total responsibility and authority to coordinate, execute, and manage all Work required under the Contract.

4.2 **Project Management Plan**

4.2.1 The Contractor must prepare, deliver, implement, and update a Project Management Plan IAW DID PS-PM-001 at Appendix 2 to Annex A and CDRL Item number PS-PM-001 at Appendix 3 to Annex A.

4.2.2 The Project Management Plan must describe the Contractor's plan and processes for organizing, staffing, controlling, and directing the activities necessary to deliver the Pace Sticks and carrying cases.

4.3 **Project Schedule**

4.3.1 The Contractor must prepare and deliver a Project Schedule IAW DID PS-PM-002 at Appendix 2 to Annex A. and CDRL PS-PM-002 at Appendix 3 to Annex A.

4.3.2 Once approved by Canada, the Project Schedule must be the governing document for scheduling activities.

4.4 **Project Meetings**

4.4.1 Meetings' Organization and Coordination.

4.4.1.1 The Contractor must ensure that data, personnel, and facilities are available for each meeting.

4.4.1.2 The Contractor's Project Manager must be present at all meetings.

4.4.1.3 If the Project Manager does not have final approval authority for decision making and changes, then the person that has final approval authority must also be present at all meetings.

- 4.4.1.4 Meetings must be at pre-determined times agreed by all parties.
- 4.4.1.5 If the scheduled meeting conflicts with other obligations, then the Contractor must notify Canada in writing and present a work-around plan.
- 4.4.1.6 The Contractor must host all meetings at its facility unless mutually agreed to by all parties.
- 4.4.1.7 The Contractor may propose video or telephone conferences in lieu of face-to-face meetings when convenient.
- 4.4.1.8 Video conferences are appropriate for meetings of less than one (1) day duration and not requiring hands-on access to equipment or data.
- 4.4.1.9 Telephone conferences are appropriate when there are fewer than six (6) people involved, and the duration is not more than one (1) hour.
- 4.4.2 **Meeting Documentation**
- 4.4.2.1 The Contractor must prepare agenda(s) for all meetings and conferences IAW DID PS-PM-003 at Appendix 2 to Annex A and CDRL PS-PM-003 at Appendix 3 to Annex A.
- 4.4.2.2 The Contractor must record, prepare, and deliver minutes of every meeting and conference IAW DID PS-PM-004 at Appendix 2 to Annex A and CDRL PS-PM-004 at Appendix 3 to Annex A.
- 4.4.2.3 No change to the SOW, Technical Specification, cost, and schedule, as defined in the Contract, may be authorized by the minutes of a meeting. Such action requires formal Contract amendment by the CA.
- 4.4.3 **Kick-off Meeting**
- 4.4.3.1 The Contractor must hold and chair a Kick-off Meeting at the contractor's facility, in-person or virtually, no later than twenty-one (21) calendar days after contract award to review and secure a common understanding of the following:
- 4.4.3.1.1 the Contract;
- 4.4.3.1.2 the requirements of the SOW;
- 4.4.3.1.3 general overview of the project risks, schedule and communication channels to follow; and,
- 4.4.3.1.4 other contractual and programmatic issues associated with the Work as agreed between the TA, PA, CA and the Contractor.
- 4.4.4 **Progress Review Meetings.** The Contractor must hold and chair Progress Review Meetings every three (3) months starting three (3) months after the kick-off meeting. The Contractor PM must attend all Progress Review Meetings.
- 4.4.5 **Other Meetings.** The Contractor and the TA may schedule informal reviews, such as teleconferences, video conferences, briefings, and technical interchange meetings, as required to achieve the requirements under the Contract.
- 4.5 **Project Documentation**
- 4.5.1 **Progress Reports**
- 4.5.1.1 The Contractor must submit Progress Reports that describe the conduct and progress of the Work IAW DID PS-PM-005 at Appendix 2 to Annex A and CDRL PS-PM-005 at Appendix 3 to Annex A.

4.5.1.2 The Progress Report must focus on issues, concerns, and the action taken to address the situation.

4.5.1.3 The Contractor must use the Progress Reports as the basis for developing the agenda for the Progress Review Meetings per paragraph 4.4.4.

Item #	Description	Unit of Issue	Destination	Quantity For FY 24/25
1	NSN 8465-99-258-5209, Pace Stick (39"/ 99.06 Cm) and Carrying Case	Each	CFSD Montreal	125
2	NSN 8465-99-258-5209, Pace Stick (39"/ 99.06 Cm) And Carrying Case	Each	CFSD Edmonton	125
3	NSN 8465-99-937-5791, Pace Stick (41"/ 104.14 Cm) And Carrying Case	Each	CFSD Montreal	60
4	NSN 8465-99-937-5791, Pace Stick (41"/ 104.14 Cm) And Carrying Case	Each	CFSD Edmonton	65
5	NSN 8465-99-969-4225, Pace Stick (43"/ 109.22 Cm) And Carrying Case	Each	CFSD Montreal	60
6	NSN 8465-99-969-4225, Pace Stick (43"/ 109.22 Cm) And Carrying Case	Each	CFSD Edmonton	65
			Total	500

Table A-4- Delivery Table Firm Year

6.OPTION PERIODS/ "As & When"

Item	Item Description	Deliv ery QTY	Deliv ery QTY	Deliv ery QTY	Deliv ery QTY	Deliv ery QTY	Delivery location
		FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	
1	NSN 8465-99-258-5209, PACE STICK (39"/ 99.06 CM) AND CARRYING CASE						CFSD MONTREAL
2	NSN 8465-99-258-5209, PACE STICK (39"/ 99.06 CM) AND CARRYING CASE						CFSD EDMONTON
3	NSN 8465-99-937-5791, PACE STICK (41"/ 104.14 CM) AND CARRYING CASE						CFSD MONTREAL
4	NSN 8465-99-937-5791, PACE STICK (41"/ 104.14 CM) AND CARRYNG CASE						CFSD EDMONTON
5	NSN 8465-99-969-4225, PACE STICK (43"/ 109.22 CM) AND CARRYING CASE						CFSD MONTREAL
6	NSN 8465-99-969-4225, PACE STICK (43"/ 109.22 CM) AND CARRYING CASE						CFSD EDMONTON
	Total QTY per FY	Up to 100	Up to 100	Up to 100	Up to 100	Up to 100	

Table A-5 Deliverables- Option Periods

Appendix 1 to Annex A
Technical Requirement Specification for the
PROCUREMENT OF PACE STICKS
Contract No. W8486-249411

1.0 **SCOPE**

1.1 **Purpose.**

- 1.1.1 This technical specification describes the requirements for Pace Sticks, 39 inches, 41 inches and 43 inches in length. The Pace Sticks are manufactured in accordance with (IAW) Technical Specification UK/SC/6788 Issue 05 with specific design changes listed below.

1.2 **List of Acronyms and Abbreviations**

Abbreviation	Description
CA	Contracting Authority
CAGE	Commercial and Government Entity
CAF	Canadian Armed Forces
C of C	Certificate of Conformance
DND	Department of National Defence
IAW	In Accordance With
NDQAR	National Defence Quality Assurance Representative
NSN	NATO Stock Number
PA	Procurement Authority
PM	Project Manager
SOW	Statement of Work
TA	Technical Authority

Figure A-2 List of Acronyms and Abbreviations

1.3 **Terminology**

- 1.3.1 Certificate of Conformity- A certificate that is given to products that meets a minimum set of safety, regulatory, and technical requirements.

2.0 APPLICABLE DOCUMENTS

2.1 References

2.1.1 The following references are provided with the Request for Proposal. Where mentioned, the following Standards must be used for the preparation of deliverables to the extent specified in this SOW:

2.1.1.1 DND Specifications, Standards, and Publications:

REFERENCE	TITLE	ISSUER	DATE
D-01-400-002/SF-000	Levels of Engineering Drawings	DND	2018-07-31
D-02-002-001/SG-001	Identification Marking of Department of National Defence Materiel Property	DND	2021-06-30
D-LM-008-001/SF-001	Methods of Packaging	DND	1983-02-03
D-LM-008-002/SF-001	Specification for Marking for Storage and Shipment	DND	1991-08-01
D-LM-008-036/SF-000	DND Requirement for Manufacturer's Standard Pack	DND	2013-12-01

Figure A-2 DND Specifications, Standards, and Publications

2.1.1.2 Other Standards and Publications

REFERENCE	TITLE	ISSUER	DATE
BS EN 1652	Copper and Copper Alloys. Plate, Sheet, Strip and Circles for General Purposes		1998 Edition
BS EN 10277	Bright Steel Products		2018 Edition
BS EN 1210	Specification for Wood Screws		2005 Edition
BS EN 301	Adhesives, Phenolic and Aminoplastic for Load-Bearing Timber		2017 Edition
UK/SC/6788 ISSUE 05	Technical Specification for Ceremonial Items, Wood/Cane/Fibreglass	Ministry of Defence, United Kingdom	6 Nov 2015

Figure A-3 Other Standards and Publications

2.2 Order of Precedence

2.2.1 In the event of a conflict between the content in this SOW and the referenced documents, the content of this SOW takes precedence.

3.0 REQUIREMENTS

3.1 Performance Requirement

3.1.1 The Pace Stick must open and lock in position to measure the following pace lengths. The tolerance for each pace length is plus or minus one-quarter (1/4) of an inch (6.4 millimetres):

3.1.1.1 Ten (10) inches (25.4 cm)

3.1.1.2 Fifteen (15) inches (38.1 cm)

3.1.1.3 Twenty-one (21) inches (53.34 cm)

3.1.1.4 Twenty-four (24) inches (60.96 cm)

3.1.1.5 Twenty-seven (27) inches (69.58 cm)

3.1.1.6 Thirty (30) inches (76.2 cm)

3.1.1.7 Thirty-three (33) inches (83.82 cm)

3.2 **Design and Construction**

3.2.1 The design of the Pace Stick must meet the requirements of Technical Specification UK/SC/6788 Issue 05, Pattern No. D00963 and must include the following design changes:

3.2.1.1 The Pace Stick must be constructed of Canadian Maple, natural wood colour, and protected with a clear finish;

3.2.1.2 The scale of the arm, when the Pace Stick legs are opened, must be calibrated to achieve the pace lengths specified in para 3.1;

3.2.1.3 Each pace length identified in para 3.1 must be represented numerically on the arm (hole markings) using only the imperial measurements (inches); and,

3.2.1.4 Each Pace Stick must be labelled IAW the requirement specified in para 3.3.

3.2.2 All other materials used to manufacture the Pace Sticks must meet the materials requirements specified in Technical Specification UK/SC/6788 Issue 05, Pattern No. D00963.

3.2.3 The finished length of the Pace Sticks are as follows. The tolerance for each length of Pace Stick is one-quarter (1/4) of an inch (6.5 millimetres):

3.2.3.1 Thirty-nine (39) inches (99.06 cm);

3.2.3.2 Forty-one (41) inches (104.14 cm); and,

3.2.3.3 Forty-three (43) inches (109.22 cm).

3.3 **Identification**

3.3.1 Each Pace Stick must include an identification label to meet the requirements of D-02-002-001/SG-001. The label must be positioned on the inside of the Pace Stick leg, between the hinge and the arm. The label must provide the following information in both English and French:

3.3.2 PACE STICK, HARDWOOD (39")/ MESURE PAS, BOIS DUR (39)
NSN 8465-99-258-5209
Contractor Part Number
CONTRACT NO.
Month/ Year of Manufacture (example 01/24)

3.3.3 PACE STICK, HARDWOOD (41")/ MESURE PAS, BOIS DUR (41)
NSN 8465-99-937-5791
Contractor Part Number
CONTRACT NO.
Month/ Year of Manufacture (example 01/24)

3.3.4 PACE STICK, HARDWOOD (43")/ MESURE PAS, BOIS DUR (43)
NSN 8465-99-969-4225
Contractor Part Number
CONTRACT NO.
Month/ Year of Manufacture (example 01/24)

3.3.5 The Contractor must provide an example of each label to the Technical Authority for approval.

3.4 **Packaging**

3.4.1 Each Pace Stick must be delivered in a carrying case to protect it and to facilitate transport.

3.4.2 The Pace Stick carrying case must be black in colour.

3.4.3 The Pace Stick carrying case must include a single carrying handle.

3.4.4 The Pace Stick carrying case must incorporate a securable opening (example: zipper, snap fastener).

3.4.5 The Pace Stick carrying case may be designed to fit all lengths of the Pace Stick.

APPENDIX 1 to ANNEX A

**Technical Requirement Specification for the
PROCUREMENT OF PACE STICKS
Contract No. W8486-249411/A**

1.0 SCOPE

1.1 Purpose

1.1.1 This technical specification describes the requirements for Pace Sticks, 39 inches, 41 inches and 43 inches in length. The Pace Sticks are manufactured in accordance with (IAW) Technical Specification UK/SC/6788 Issue 05 with specific design changes listed below.

1.2 List of Acronyms and Abbreviations

Abbreviation	Description
CA	Contracting Authority
CAGE	Commercial and Government Entity
CAF	Canadian Armed Forces
C of C	Certificate of Conformance
DND	Department of National Defence
IAW	In Accordance With
NDQAR	National Defence Quality Assurance Representative
NSN	NATO Stock Number
PA	Procurement Authority
PM	Project Manager
SOW	Statement of Work
TA	Technical Authority

Figure A-2 List of Acronyms and Abbreviations

1.3 Terminology

1.3Certificate of Conformity- A certificate that is given to products that meets a minimum set of safety, regulatory, and technical requirements.

2.0 APPLICABLE DOCUMENTS

2.1 References

2.1.1 The following references are provided with the Request for Proposal. Where mentioned, the following Standards must be used for the preparation of deliverables to the extent specified in this SOW:

2.1.1.1 DND Specifications, Standards, and Publications:

REFERENCE	TITLE	ISSUER	DATE
D-01-400-002/SF-000	Levels of Engineering Drawings	DND	2018-07-31
D-02-002-001/SG-001	Identification Marking of Department of National Defence Materiel Property	DND	2021-06-30
D-LM-008-001/SF-001	Methods of Packaging	DND	1983-02-03
D-LM-008-002/SF-001	Specification for Marking for Storage and Shipment	DND	1991-08-01
D-LM-008-036/SF-000	DND Requirement for Manufacturer's Standard Pack	DND	2013-12-01

Figure A-2 DND Specifications, Standards, and Publications

2.1.1.2 Other Standards and Publications

REFERENCE	TITLE	ISSUER	DATE
BS EN 1652	Copper and Copper Alloys. Plate, Sheet, Strip and Circles for General Purposes		1998 Edition
BS EN 10277	Bright Steel Products		2018 Edition
BS EN 1210	Specification for Wood Screws		2005 Edition
BS EN 301	Adhesives, Phenolic and Aminoplastic for Load-Bearing Timber		2017 Edition
UK/SC/6788 ISSUE 05	Technical Specification for Ceremonial Items, Wood/Cane/Fibreglass	Ministry of Defence, United Kingdom	6 Nov 2015

Figure A-3 Other Standards and Publications

2.2 Order of Precedence

2.2.1 In the event of a conflict between the content in this SOW and the referenced documents, the content of this SOW takes precedence.

3.0 REQUIREMENTS

3.1 Performance Requirement

3.1.1 The Pace Stick must open and lock in position to measure the following pace lengths. The tolerance for each pace length is plus or minus one-quarter (1/4) of an inch (6.4 millimetres):

3.1.1.1 Ten (10) inches (25.4 cm)

3.1.1.2 Fifteen (15) inches (38.1 cm)

3.1.1.3 Twenty-one (21) inches (53.34 cm)

3.1.1.4 Twenty-four (24) inches (60.96 cm)

3.1.1.5 Twenty-seven (27) inches (69.58 cm)

3.1.1.6 Thirty (30) inches (76.2 cm)

3.1.1.7 Thirty-three (33) inches (83.82 cm)

3.2 Design and Construction

3.2.1 The design of the Pace Stick must meet the requirements of Technical Specification UK/SC/6788 Issue 05, Pattern No. D00963 and must include the following design changes:

3.2.1.1 The Pace Stick must be constructed of Canadian Maple, natural wood colour, and protected with a clear finish;

3.2.1.2 The scale of the arm, when the Pace Stick legs are opened, must be calibrated to achieve the pace lengths specified in para 3.1;

3.2.1.3 Each pace length identified in para 3.1 must be represented numerically on the arm (hole markings) using only the imperial measurements (inches); and,

3.2.1.4 Each Pace Stick must be labelled IAW the requirement specified in para 3.3.

3.2.2 All other materials used to manufacture the Pace Sticks must meet the materials requirements specified in Technical Specification UK/SC/6788 Issue 05, Pattern No. D00963.

3.2.3 The finished length of the Pace Sticks are as follows. The tolerance for each length of Pace Stick is one- quarter (1/4) of an inch (6.5 millimetres):

3.2.3.1 Thirty-nine (39) inches (99.06 cm);

3.2.3.2 Forty-one (41) inches (104.14 cm); and,

3.2.3.3 Forty-three (43) inches (109.22 cm).

3.3 Identification

3.3.1 Each Pace Stick must include an identification label to meet the requirements of D-02-002-001/SG-001. The label must be positioned on the inside of the Pace Stick leg, between the hinge and the arm. The label must provide the following information in both English and French:

3.3.2 PACE STICK, HARDWOOD (39")/ MESURE PAS,
BOIS DUR (39) NSN 8465-99-258-5209
Contractor Part Number
CONTRACT NO.
Month/ Year of Manufacture (example 01/24)

3.3.3 PACE STICK, HARDWOOD (41")/ MESURE PAS,
BOIS DUR (41) NSN 8465-99-937-5791
Contractor Part Number
CONTRACT NO.
Month/ Year of Manufacture (example 01/24)

3.3.4 PACE STICK, HARDWOOD (43")/ MESURE PAS,
BOIS DUR (43) NSN 8465-99-969-4225
Contractor Part Number
CONTRACT NO.
Month/ Year of Manufacture (example 01/24)

3.3.5 The Contractor must provide an example of each label to the Technical Authority for approval.

3.4 Packaging

- 3.4.1 Each Pace Stick must be delivered in a carrying case to protect it and to facilitate transport.
- 3.4.2 The Pace Stick carrying case must be black in colour.
- 3.4.3 The Pace Stick carrying case must include a single carrying handle.
- 3.4.4 The Pace Stick carrying case must incorporate a securable opening (example: zipper, snap fastener).
- 3.4.5 The Pace Stick carrying case may be designed to fit all lengths of the Pace Stick.

APPENDIX 2 to ANNEX "A" - Data Item Description (DID)

DATA ITEM DESCRIPTION		
1. TITLE Project Management Plan (PMP)	2. IDENTIFICATION NUMBER PS-PM-001	
3. DESCRIPTION The PMP is the document that describes how the Project will be executed, monitored and controlled, and closed.		
4. APPROVAL DATE 25/05/2023	5. OFFICE OF PRIMARY INTEREST DSSPM 3	6. ORIGINATOR Julie Savoie DSSPM 3-4-7
7. APPLICATION / INTERRELATIONSHIP		8. APPLICABLE FORMS SOW 4.2.1 CDRL Item PS-PM-001
9. PREPARATION INSTRUCTIONS 9.1. The Contractor must prepare the PMP using a format of their choice. 9.2. The PMP must be a stand-alone document that provides sufficient information to allow the reader to understand how the project will be managed without referring to other documents. It is not acceptable to simply reference a document, procedure or standard without providing an overview of the material referenced. 9.3. The PMP must be the master planning document, integrating, summarising and referencing other project plans and schedules. 9.4. The following paragraphs outline the framework of a typical PMP. This framework should not limit the Contractor in developing the PMP, which must reflect the way in which the Contractor wishes to manage the project during the Contract. 9.4.1. Project Objectives 9.4.1.1. The PMP must describe the objectives related to success of the overall Project. 9.4.2. Project Scope 9.4.2.1. The PMP must identify: a. The scope of work undertaken for the Project, and b. Areas that are not within scope, if there is a possibility of the reader misinterpreting the scope (interfaces with other projects or systems are typical areas that may be misinterpreted). 9.4.3. Project Organization 9.4.3.1. The PMP must describe the organizational structure responsible for managing and performing the scope of work under the contract and includes: a. The Contractor's company organization structure; b. The Contractor's project management organization;		

- c. What elements and/or resources are already in place and what is additionally required.
- d. The Contractor's contractual relationship with Subcontractors for the purpose of the project;
- e. Each Subcontractor's organizational and project structure applicable to the project;
- f. The identification of Key Staff Positions and their teams within the Contractor's and Subcontractor's organizations (Typically Project Manager (PM), Systems Engineering Manager (SEM), Configuration Manager, Intergrated Logistics Support Manager (ILSM), etc);
- g. The definition of the person/position specifications, or responsibilities and authorities for each Key Staff Position within the project team organization and the skill sets needed to fill that position (eg SEM with 10 years experience in managing large, complex, projects); and
- h. The identification of relevant background skills and experience of each Key Person.

9.4.4. Master Project Schedule

9.4.4.1. The PMP must contain integrate and reference the Master Project Schedule prepared as described in DID PS-PM-002.

9.4.5. Meetings

9.4.5.1. The PMP must outline the requirements for Project Management meetings, technical reviews and conferences throughout the conduct of the Project. Meeting agendas and minutes for meetings, reviews and conferences, as and when required, must be prepared and submitted in accordance with DID PS-PM-003.

9.4.6. Delivery

9.4.6.1. The PMP must provide an overview of the Contractor's plan for the delivery of the materiels to Canadian Forces Supply Depots.

DATA ITEM DESCRIPTION		
1. TITLE Project Master Schedule	2. IDENTIFICATION NUMBER PS-PM-002	
3. DESCRIPTION Project schedule management includes the processes required to manage the timely completion of the Project of which the Project Master Schedule presents linked activities with planned dates, durations, milestones, and resources.		
4. APPROVAL DATE 25/05/2023	5. OFFICE OF PRIMARY INTEREST DSSPM 3	6. ORIGINATOR Julie Savoie DSSPM 3-4-7
7. APPLICATION / INTERRELATIONSHIP		8. APPLICABLE FORMS SOW 4.3.1 CDRL PS-PM-002
9. PREPARATION INSTRUCTIONS 9.1. The contractor must prepare the Project Master Schedule using a format of their choice. 9.2. The requirements of the Project Master Schedule are as follows: <ul style="list-style-type: none"> a. A Gantt Chart; b. Identification of the critical path; c. The baseline schedule must be retained for each work activity, event and milestone along with the start/finish dates and total duration, for comparison to a current schedule; and d. The current schedule must be shown for each work activity, event and milestone along with the start/finish dates and total duration. 9.3. The Contractor must include any sub-plans that break down the activities below those listed in the Master Schedule. 9.4. The Contractor must provide a monthly schedule progress update including. <ul style="list-style-type: none"> a. A line extending from the appropriate point of the time scale showing the "as of date"; and b. Progress indications and planned or actual schedule slippage/accelerations of the current schedule clearly shown in relation to the baseline schedule. 		

DATA ITEM DESCRIPTION		
9. TITLE Meeting Agenda		10. IDENTIFICATION NUMBER DID PS-PM-003
11. DESCRIPTION An agenda is to be promulgated for all Project Meetings and Conferences to provide an outline of items for discussion.		
12. APPROVAL DATE 25/05/2023	13. OFFICE OF PRIMARY INTEREST DSSPM 3	14. ORIGINATOR Julie Savoie DSSPM 3-4-7
15. APPLICATION / INTERRELATIONSHIP		16. APPLICABLE FORMS SOW 4.4.2.1 CDRL PS-PM-003
9. PREPARATION INSTRUCTIONS		
<p>9.1. The Contractor must propose the Meeting Agenda format for approval by DND.</p> <p>9.2. The content of each agenda for project meetings, reviews and conferences must include:</p> <ul style="list-style-type: none"> 9.2.1. purpose of the meeting; 9.2.2. time, date, location and expected duration of review, meeting or conference; 9.2.3. a list of attendees; 9.2.4. the name and phone number of the meeting coordinator; 9.2.5. the following agenda items: <ul style="list-style-type: none"> (1) Item 1 - Review of the minutes of the previous meeting; and (2) Item 2 – Progress review. This item would include a brief description of progress on actions or problems, if any, identified at the last review. 9.2.6. New agenda items to be addressed: <ul style="list-style-type: none"> (1) the name and position of the sponsor of the item; (2) the objectives to be achieved; and (3) a brief background of the subject. <p>9.3 Agendas shall be submitted for approval a minimum of ten (10) working days prior to the meeting. DND will review and reply within five (5) working days.</p>		

DATA ITEM DESCRIPTION		
17. TITLE Meeting Minutes		18. IDENTIFICATION NUMBER DID PS-PM-004
19. DESCRIPTION The meeting minutes records significant discussion and decisions taken at project meetings, reviews and conferences.		
20. APPROVAL DATE 25/05/2023	21. OFFICE OF PRIMARY INTEREST DSSPM 3	22. ORIGINATOR Julie Savoie DSSPM 3-4-7
23. APPLICATION / INTERRELATIONSHIP		24. APPLICABLE FORMS SOW 4.4.2.2 CDRL PS-PM-004
<p>10. PREPARATION INSTRUCTIONS</p> <p>10.1. The Contractor may select a format of their choice.</p> <p>10.2. The minutes of all project meetings, reviews and conferences must be delivered to DND for review of completeness and accuracy.</p> <p>10.3. The Contractor must forward to DND draft minutes within five (5) working days after the meeting.</p> <p>10.4. DND will review within five (5) days and provide comment/approval to the Contractor for publication.</p> <p>10.5. Each meeting minutes must:</p> <ul style="list-style-type: none"> a) Describe the discussion and document the decisions taken for agenda items; b) Include copies of briefing materials and discussion documents c) Document action item responsibility assignments; d) Identify target date for completion of action items; e) Identify the date of the next meeting; and f) Approval signature blocks for both DND and the Contractor. <p>10.6. A copy of the tabled agenda is to be attached to the minutes.</p> <p>10.7. Minutes are only a record of activity and carry no authority. No change in the interpretation of Project, Statement of Work, cost or schedule, as defined in the Contract may be authorized by the minutes of a meeting. Such actions require formal Contract amendment by the Contract Authority.</p>		

DATA ITEM DESCRIPTION		
25. TITLE Progress Report		26. IDENTIFICATION NUMBER DID PS-PM-005
27. DESCRIPTION The Project Progress Report summarizes the Contractor's progress in terms of the project milestones, schedules, plans and deliverable end items. It provides the status of the work accomplished with respect to the plan, highlights problem areas and the corrective actions to resolve any issues.		
28. APPROVAL DATE 25/05/2023	29. OFFICE OF PRIMARY INTEREST DSSPM 3	30. ORIGINATOR Julie Savoie DSSPM 3-4-7
31. APPLICATION / INTERRELATIONSHIP		32. APPLICABLE FORMS SOW 4.5.1.1 CDRL PS-PM-005
33. PREPARATION INSTRUCTIONS 33.1. The Contractor may select the Project Progress Report format of their choice. 33.2. The Project Progress Report must include the following: <ul style="list-style-type: none"> a. An executive summary which covers significant elements of the report; b. The Project Master Schedule with progress up to the last day of the reporting period; c. Project performance assessment, progress, problem areas and any work-around plans; d. Production status against each major deliverable; e. Status of Engineering Change Proposals (ECPs), Deviation and Waiver requests where applicable; f. Financial review; g. Action items outstanding; and h. Other areas of concern, interest, or importance. 		

APPENDIX 3 to Annex A- CONTRACT DATA REQUIREMENTS LIST (CDRL)

<i>Contract or System:</i>		<i>Contractor:</i>				<i>Amendment #:</i>			
Procurement of Pace Sticks (PS)		TBD				<i>Dated:</i>			
<i>Item</i>	<i>Title</i>	<i>References</i>		<i>Tech Authority</i>	<i>How Often</i>	<i>Submissions</i>		<i>Approval</i>	<i>Remarks</i>
		DID	SOW			First	Later		
CDRL PM-001	Project Management Plan	PS-PM-001	4.2.1	DSSPM 3	ONE/R	1 MACA	N/A		
CDRL PM-002	Project Schedule	PS-PM-002	4.3.1	DSSPM 3	ONE/R	1 MACA	EOC		
CDRL PM-003	Meeting Agenda	PS-PM-003	4.4.2.1	DSSPM 3	ASGEN	ASGEN	EOC		To be submitted ten (10) calendar days prior to the meeting. The Meeting Agenda must be submitted electronically to the CA and TA. DND will review and reply within five (5) working days.
CDRL PM-004	Meeting Minutes	PS-PM-004	4.4.2.2	DSSPM 3	ASGEN	ASGEN	EOC		Draft minutes must be submitted five (5) working days after meeting. The Meeting Minutes must be submitted electronically to the CA and TA. DND will review within five (5) working days and provide comments/approval to the Contractor for publication.
CDRL PM-005	Progress Report	PS-PM-005	4.4.4	DSSPM	QRTLY	3 MACA	EOC		The Progress Report must be submitted electronically to the CA and TA.

CDRL Acronyms

1. Block "How Often" indicates the frequency of delivery of the relevant data item.

Suggested terms include the following:

ANPLY = annually ASGEN = as generated BI-MO = each two months
BI-WK = each two weeks DAILY = daily
MNTY = monthly
ONE/R = one time with revisions
OTIME = one time
QRTLY = quarterly
R/ASR = Revisions as required
SEMIA = every six months
WKLY = weekly

2. Block "Submission- First" indicates the initial data item submission due date or milestone or event.

Suggested terms include the following:

ASGEN = as generated
ASREQ = as required
DAC = days after Contract Award
MACA = months after Contract Award
EOC = end of contract
EOM = end of month
EOQ = end of quarter
MBFLD = months before fielding

3. Block "Submission- Later" is used if data is submitted more than once. This field indicates the dates for re-submission.

Suggested terms include the following:

ASGEN = as generated
ASREQ = as required
DAC = days after Contract Award
MACA = months after Contract Award
EOC = end of contract
EOM = end of month
EOQ = end of quarter
MBFLD = months before fielding

4. Block "Remarks" is used for additional or clarifying information. It can reference notes or documents as required or appropriate. This block addresses the delivery method (electronic or paper), addresses, approval timeframe, reviews and turnaround by the TA or the Contractor, as required.

Attachment 1 to Annex A - Bid Technical Evaluation Plan

1. SCOPE

- 1.1 PURPOSE. The purpose of this document is to describe how the Department of National Defence (DND) will perform the Technical Evaluation submissions for Pace Stick, 39" (99.06 cm), Pace Stick 41" (104.14 cm) and Pace Stick 43" (109.22 cm).
- 1.2 GENERAL METHOD. The Technical Evaluation of the Pace Stick will be conducted to ensure technical compliance with the requirements. A team of DND Subject Matter Experts (SMEs) will examine the samples of each Pace Stick to confirm compliance with all the requirements detailed in the Request for Proposal and supporting Annexes.

2. TECHNICAL EVALUATION METHOD

- 2.1 CONTEXT. The Technical Evaluation methodology detailed below will be used to determine all the technically compliant submissions.
- 2.1.1 EVALUATION. The evaluators will examine the provided samples for the quality of workmanship and for conformance to specified materials and measurements outlined in Appendix A. Non-compliant bids will not be considered further.
- 2.1.2 BID SAMPLES. The following samples must be submitted with the technical bid.

Table 1 – Documentary Evidence and Physical Samples to be submitted with Bid

Procurement Stage	Requirement
Bid	One (1) sample of Pace Stick, 39" One (1) sample of Pace Stick, 41" One (1) sample of Pace Stick, 43"
Bid	One (1) sample Pace Stick carrying case
Bid	Certificate of Conformity for Materials

- 2.1.3 WORKMANSHIP AND CONSTRUCTION EVALUATION. The quality of workmanship and construction will be evaluated using the criteria outlined in **Table 2**.

Table 2 – Workmanship and Construction Evaluation Criteria

Mandatory Technical Criteria for Pace Stick and carrying case. Pre-Award Sample (PAS)	SOW Ref.	Bid Ref.	Met/ Yes Or No	Comment
<p>PAS-M1: Performance Requirement: The Pace Stick must open and lock in position to measure 10", 15", 21", 24", 27", 30" and 33" pace lengths.</p> <p>Performance Standard: The pace lengths are measured using a specialized measuring tool called the "Pace Stick Checker". The Pace Sticker Checker was designed by the Quality Engineering and Test Establishment (QETE). A Certificate of Validation for the Pace Stick Checker was issued on 20 December 2019. Each pace length on this artefact is defined by a groove and length from zero. The plus and minus ¼ inch acceptable tolerances are defined by grooves before and after the indicated pace length.</p> <p>Each Pace Stick will be evaluated as follows:</p> <ol style="list-style-type: none"> 1. After the Pace Stick is opened and locked to a pace length, the Pace Stick is held as intended and placed on the starting foot edge of the zero (0) groove line of the Pace Stick Checker. 2. The other foot edge of the Pace Stick is lightly placed on the Pace Stick Checker, parallel to the Checker's length. 3. The Pace Stick is within tolerance if this foot edge falls between the extremes of the tolerance grooves. <p>Each pace length to be measured for each Pre-Award Sample (PAS).</p>				
<p>PAS-M2: Design and Construction: The design of the Pace Stick meets the requirements of Technical Specification UK/SC/6788 Issue 05, Pattern No. D00963 with the following design changes:</p>				

<p>PAS-M3: Timber: The Pace Stick is constructed of Canadian Maple, natural wood colour, and is protected with a clear coat finish. The Contractor provided a Certificate of Conformity to confirm that the Pace Stick is manufactured of Canadian Maple, natural colour and that it is finished with a clear coating.</p>				
<p>PAS-M4: Scale of the Arm: The scale of the arm, when the legs of the Pace Stick are open and locked, must be calibrated to achieve the pace lengths of 10, 15, 21, 24, 27, 30 and 33 inches. Each pace length must be represented numerically on the Scale if the Arm (hole markings) using imperial measurements. Confirm by visual inspection of the Scale of the Arm.</p>				
<p>PAS-M5: Overall length: The finished length of the Pace Stick is 39, 41 or 43 inches. The allowable tolerance is plus or minus (+/-) ¼ inch (6.4 mm).</p>				
<p>PAS-M6: Construction: All other materials used to manufacture the Pace Stick meet the materials requirements specified in Technical Specification UK/SC/6788 Issue 05, Pattern No. D00963.</p>				
<p>PAS-M7: Identification: Each pace stick includes an identification marking label to meet the requirements of D-01-002-001/SG-001. The label must be positioned on the inside of the Pace Stick leg, between the hinge and the arm. The label includes the following information in both English and French:</p>				
<p>PAS-M8: Label: The label must provide the following information in both French and English Pace Stick, Hardwood (39" or 41" or 43") Measure Pas, Bois Dur (39" or 41" or 43")</p>				

NSN Contract Number Month/ Year of Manufacture				
PAS-M10: Pace Stick Carrying Case. The Pace Stick carrying case is manufactured in an abrasion resistant fabric, colour black, and includes a single carrying handle and a securable opening.				

3. DEFINITIONS.

3.1 **COMPLIANCE.** Compliance is defined as meeting essential performance or design requirements. The Contractor must comply with all requirements listed in Table 2.

ANNEX B

PRICING SCHEDULE

The Contractor is required to provide Canada for the Department of National Defence (DND) with Pace Sticks and Pace Stick Carrying Cases in accordance with the Statement of Requirement and Technical specifications detailed within.

Destination Address	Invoicing Address
WB941 Department of National Defence 25 CFSD Montreal 6363 Notre Dame St. E. Montreal, Quebec H1N 2E9	W1941 Department of National Defence CFSD Montreal 6560 HOCHELAGA ST MONTREAL QC H1N 1X9 Attention: Accounts payable
W248A Department of National Defence 7 CFSD Supply Depot 195 Ave & 82nd St., Bldg.236 Edmonton, Alberta T5J 4J5	W2481 Department of National Defence 7 CFSD Supply Depot Stn. Forces P.O. Box 10500 Edmonton, Alberta T5J 4J5 Attention: Accounts payable

Firm pricing includes administrative fees as described in Data Item Description, Appendix 2 and 3 to Annex A.

Table 1 - Price of Firm Year 1 / Prix de l'entreprise Année 1 2024

Item #	Description	Unit of Issue	Destination	Quantity	Firm Unit Price	Extended Price
1	NSN 8465-99-258-5209, Pace Stick (39"/ 99.06 Cm) And Carrying Case	Each	Montreal	125	\$	\$
2	NSN 8465-99-258-5209, Pace Stick (39"/ 99.06 Cm) And Carrying Case	Each	Edmonton	125	\$	\$
3	NSN 8465-99-937-5791, Pace Stick (41"/ 104.14 Cm) And Carrying Case	Each	Montreal	60	\$	\$
4	NSN 8465-99-937-5791, Pace Stick (41"/ 104.14 Cm) And Carrying Case	Each	Edmonton	65	\$	\$
5	NSN 8465-99-969-4225, Pace Stick (43"/ 109.22 Cm) And Carrying Case	Each	Montreal	60	\$	\$
6	NSN 8465-99-969-4225, Pace Stick (43"/ 109.22 Cm) And Carrying Case	Each	Edmonton	65	\$	\$
TOTALS				500	\$	\$

Option Period(s) / l'option periode(s) "As & When"

"The option may only be exercised by the Contracting Authority for a minimum of 0% per amendment up to a maximum of 100% of each option period(s).

The contracting Authority may exercise the option within 12 months after contract award date by sending a written notice to the Contractor.

Table 2 - Price of Option Year 1 / Prix de l'option Année 1 2025

Item #	Description	Unit of Issue	Destination	Quantity	Firm Unit Price	Extended Price
1	NSN 8465-99-258-5209, Pace Stick (39"/ 99.06 Cm) And Carrying Case	Each	Montreal	20	\$	\$
2	NSN 8465-99-258-5209, Pace Stick (39"/ 99.06 Cm) And Carrying Case	Each	Edmonton	20	\$	\$
3	NSN 8465-99-937-5791, Pace Stick (41"/ 104.14 Cm) And Carrying Case	Each	Montreal	15	\$	\$
4	NSN 8465-99-937-5791, Pace Stick (41"/ 104.14 Cm) And Carrying Case	Each	Edmonton	15	\$	\$
5	NSN 8465-99-969-4225, Pace Stick (43"/ 109.22 Cm) And Carrying Case	Each	Montreal	15	\$	\$
6	NSN 8465-99-969-4225, Pace Stick (43"/ 109.22 Cm) And Carrying Case	Each	Edmonton	15	\$	\$
TOTALS				100	\$	\$

Table 3 - Price of Option Year 2 / Prix de l'option Année 2 2026

Item #	Description	Unit of Issue	Destination	Quantity	Firm Unit Price	Extended Price
1	NSN 8465-99-258-5209, Pace Stick (39"/ 99.06 Cm) And Carrying Case	Each	Montreal	20	\$	\$
2	NSN 8465-99-258-5209, Pace Stick (39"/ 99.06 Cm) And Carrying Case	Each	Edmonton	20	\$	\$
3	NSN 8465-99-937-5791, Pace Stick (41"/ 104.14 Cm) And Carrying Case	Each	Montreal	15	\$	\$
4	NSN 8465-99-937-5791, Pace Stick (41"/ 104.14 Cm) And Carrying Case	Each	Edmonton	15	\$	\$
5	NSN 8465-99-969-4225, Pace Stick (43"/ 109.22 Cm) And Carrying Case	Each	Montreal	15	\$	\$
6	NSN 8465-99-969-4225, Pace Stick (43"/ 109.22 Cm) And Carrying Case	Each	Edmonton	15	\$	\$
TOTALS				100	\$	\$

Table 4 - Price of Option Year 3/ Prix de l'option Année 3 2027

Item #	Description	Unit of Issue	Destination	Quantity	Firm Unit Price	Extended Price
1	NSN 8465-99-258-5209, Pace Stick (39"/ 99.06 Cm) And Carrying Case	Each	Montreal	20	\$	\$
2	NSN 8465-99-258-5209, Pace Stick (39"/ 99.06 Cm) And Carrying Case	Each	Edmonton	20	\$	\$
3	NSN 8465-99-937-5791, Pace Stick (41"/ 104.14 Cm) And Carrying Case	Each	Montreal	15	\$	\$
4	NSN 8465-99-937-5791, Pace Stick (41"/ 104.14 Cm) And Carrying Case	Each	Edmonton	15	\$	\$
5	NSN 8465-99-969-4225, Pace Stick (43"/ 109.22 Cm) And Carrying Case	Each	Montreal	15	\$	\$
6	NSN 8465-99-969-4225, Pace Stick (43"/ 109.22 Cm) And Carrying Case	Each	Edmonton	15	\$	\$
TOTALS				100	\$	\$

Table 5 - Price of Option Year 4 / Prix de l'option Année 4 2028

Item #	Description	Unit of Issue	Destination	Quantity	Firm Unit Price	Extended Price
1	NSN 8465-99-258-5209, Pace Stick (39"/ 99.06 Cm) And Carrying Case	Each	Montreal	20	\$	\$
2	NSN 8465-99-258-5209, Pace Stick (39"/ 99.06 Cm) And Carrying Case	Each	Edmonton	20	\$	\$
3	NSN 8465-99-937-5791, Pace Stick (41"/ 104.14 Cm) And Carrying Case	Each	Montreal	15	\$	\$
4	NSN 8465-99-937-5791, Pace Stick (41"/ 104.14 Cm) And Carrying Case	Each	Edmonton	15	\$	\$
5	NSN 8465-99-969-4225, Pace Stick (43"/ 109.22 Cm) And Carrying Case	Each	Montreal	15	\$	\$
6	NSN 8465-99-969-4225, Pace Stick (43"/ 109.22 Cm) And Carrying Case	Each	Edmonton	15	\$	\$
TOTALS				100	\$	\$

Table 6 - Price of Option Year 5 / Prix de l'option Année 5 2029

Item #	Description	Unit of Issue	Destination	Quantity	Firm Unit Price	Extended Price
1	NSN 8465-99-258-5209, Pace Stick (39"/ 99.06 Cm) And Carrying Case	Each	Montreal	20	\$	\$
2	NSN 8465-99-258-5209, Pace Stick (39"/ 99.06 Cm) And Carrying Case	Each	Edmonton	20	\$	\$
3	NSN 8465-99-937-5791, Pace Stick (41"/ 104.14 Cm) And Carrying Case	Each	Montreal	15	\$	\$
4	NSN 8465-99-937-5791, Pace Stick (41"/ 104.14 Cm) And Carrying Case	Each	Edmonton	15	\$	\$
5	NSN 8465-99-969-4225, Pace Stick (43"/ 109.22 Cm) And Carrying Case	Each	Montreal	15	\$	\$
6	NSN 8465-99-969-4225, Pace Stick (43"/ 109.22 Cm) And Carrying Case	Each	Edmonton	15	\$	\$
TOTALS				100	\$	\$

Total Aggregated Price (TAP)

The total aggregate price will be calculated as follows:

The product of the Estimated quantities x firm unit price (provided by Bidder) for each line item of each table will be calculated. The products of all line items for all tables will be summed together to determine the TAP.

For each table, the Bidder is to provide an Applicable Tax that would apply to the sum of the products of estimated quantity times the Firm unit price.

- Table 1 – Applicable Tax - \$ _____
- Table 2 – Applicable Tax - \$ _____
- Table 3 – Applicable Tax - \$ _____
- Table 4 – Applicable Tax - \$ _____
- Table 5 – Applicable Tax - \$ _____
- Table 6 – Applicable Tax - \$ _____



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		No Non	Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		No Non	Yes Oui
6. Indicate the type of access required - Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		No Non	Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		No Non	Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?		No Non	Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			

Canada	NATO / OTAN	Foreign / Étranger
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion Not releasable À ne pas diffuser Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	All NATO countries Tous les pays de l'OTAN Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :	No release restrictions Aucune restriction relative à la diffusion Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays :

7. c) Level of information / Niveau d'information					
PROTECTED A PROTÉGÉ A		NATO UNCLASSIFIED NATO NON CLASSIFIÉ		PROTECTED A PROTÉGÉ A	
PROTECTED B PROTÉGÉ B		NATO RESTRICTED NATO DIFFUSION RESTREINTE		PROTECTED B PROTÉGÉ B	
PROTECTED C PROTÉGÉ C		NATO CONFIDENTIAL NATO CONFIDENTIEL		PROTECTED C PROTÉGÉ C	
CONFIDENTIAL CONFIDENTIEL		NATO SECRET NATO SECRET		CONFIDENTIAL CONFIDENTIEL	
SECRET SECRET		COSMIC TOP SECRET COSMIC TRÈS SECRET		SECRET SECRET	
TOP SECRET TRÈS SECRET				TOP SECRET TRÈS SECRET	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	No Non	Yes Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	No Non	Yes Oui

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis			
RELIABILITY STATUS COTE DE FIABILITÉ	CONFIDENTIAL CONFIDENTIEL	SECRET SECRET	TOP SECRET TRÈS SECRET
TOP SECRET - SIGINT TRÈS SECRET - SIGINT	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET
SITE ACCESS ACCÈS AUX EMPLACEMENTS			
Special comments: Commentaires spéciaux :			
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.			
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted: Dans l'affirmative, le personnel en question sera-t-il escorté?	No Non	Yes Oui	No Non

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS		
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	No Non	Yes Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	No Non	Yes Oui
PRODUCTION		
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	No Non	Yes Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)		
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	No Non	Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	No Non	Yes Oui

Security Classification / Classification de sécurité
--

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART C (continued) / PARTIE C (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No Yes
Non Oui
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉ et/ou CLASSIFIÉE?

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.**

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED? No Yes
Non Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

Security Classification / Classification de sécurité
--



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	

Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date
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14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	

Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?	No Non	Yes Oui
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16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	

Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date
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17. Contracting Security Authority / Autorisé contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	

Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date
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Security Classification / Classification de sécurité
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Instructions for completion of a Security Requirements Check List (SRCL)

The instruction sheet should remain attached until Block #17 has been completed.

GENERAL - PROCESSING THIS FORM

The project authority shall arrange to complete this form.

The organization security officer shall review and approve the security requirements identified in the form, in cooperation with the project authority.

The contracting security authority is the organization responsible for ensuring that the suppliers are compliant with the security requirements identified in the SRCL.

All requisitions and subsequent tender / contractual documents including subcontracts that contain PROTECTED and/or CLASSIFIED requirements must be accompanied by a completed SRCL.

It is important to identify the level of PROTECTED information or assets as Level "A," "B" or "C," when applicable; however, certain types of information may only be identified as "PROTECTED". No information pertaining to a PROTECTED and/or CLASSIFIED government contract may be released by suppliers, without prior written approval of the individual identified in Block 17 of this form.

The classification assigned to a particular stage in the contractual process does not mean that everything applicable to that stage is to be given the same classification. Every item shall be PROTECTED and/or CLASSIFIED according to its own content. If a supplier is in doubt as to the actual level to be assigned, they should consult with the individual identified in Block 17 of this form.

PART A - CONTRACT INFORMATION

Contract Number (top of the form)

This number must be the same as that found on the requisition and should be the one used when issuing an RFP or contract. This is a unique number (i.e. no two requirements will have the same number). A new SRCL must be used for each new requirement or requisition (e.g. new contract number, new SRCL, new signatures).

1. Originating Government Department or Organization

Enter the department or client organization name or the prime contractor name for which the work is being performed.

2. Directorate / Branch

This block is used to further identify the area within the department or organization for which the work will be conducted.

3. a) Subcontract Number

If applicable, this number corresponds to the number generated by the Prime Contractor to manage the work with its subcontractor.

b) Name and Address of Subcontractor

Indicate the full name and address of the Subcontractor if applicable.

4. Brief Description of Work

Provide a brief explanation of the nature of the requirement or work to be performed.

5. a) Will the supplier require access to Controlled Goods?

*The Defence Production Act (DPA) defines "Controlled Goods" as certain goods listed in the Export Control List, a regulation made pursuant to the *Export and Import Permits Act (EIPA)*. Suppliers who examine, possess, or transfer Controlled Goods within Canada must register in the Controlled Goods Directorate or be exempt from registration. More information may be found at www.cgd.gc.ca.*

b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?

The prime contractor and any subcontractors must be certified under the U.S./Canada Joint Certification Program if the work involves access to unclassified military data subject to the provisions of the Technical Data Control Regulations. More information may be found at www.dlis.dla.mil/jcp.

6. Indicate the type of access required

Identify the nature of the work to be performed for this requirement. The user is to select one of the following types:

a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?

The supplier would select this option if they require access to PROTECTED and/or CLASSIFIED information or assets to perform the duties of the requirement.

- b) **Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.**

The supplier would select this option if they require regular access to government premises or a secure work site only. The supplier will not have access to PROTECTED and/or CLASSIFIED information or assets under this option.

- c) **Is this a commercial courier or delivery requirement with no overnight storage?**

The supplier would select this option if there is a commercial courier or delivery requirement. The supplier will not be allowed to keep a package overnight. The package must be returned if it cannot be delivered.

7. Type of information / Release restrictions / Level of information

Identify the type(s) of information that the supplier may require access to, list any possible release restrictions, and if applicable, provide the level(s) of the information. The user can make multiple selections based on the nature of the work to be performed.

Departments must process SRCLs through PWGSC where:

- contracts that afford access to PROTECTED and/or CLASSIFIED foreign government information and assets;
- contracts that afford foreign contractors access to PROTECTED and/or CLASSIFIED Canadian government information and assets; or
- contracts that afford foreign or Canadian contractors access to PROTECTED and/or CLASSIFIED information and assets as defined in the documents entitled Identifying INFOSEC and INFOSEC Release.

- a) **Indicate the type of information that the supplier will be required to access**

Canadian government information and/or assets

If Canadian information and/or assets are identified, the supplier will have access to PROTECTED and/or CLASSIFIED information and/or assets that are owned by the Canadian government.

NATO information and/or assets

If NATO information and/or assets are identified, this indicates that as part of this requirement, the supplier will have access to PROTECTED and/or CLASSIFIED information and/or assets that are owned by NATO governments. NATO information and/or assets are developed and/or owned by NATO countries and are not to be divulged to any country that is not a NATO member nation. Persons dealing with NATO information and/or assets must hold a NATO security clearance and have the required need-to-know.

Requirements involving CLASSIFIED NATO information must be awarded by PWGSC. PWGSC / CIISD is the Designated Security Authority for industrial security matters in Canada.

Foreign government information and/or assets

If foreign information and/or assets are identified, this requirement will allow access to information and/or assets owned by a country other than Canada.

- b) **Release restrictions**

If **Not Releasable** is selected, this indicates that the information and/or assets are for **Canadian Eyes Only (CEO)**. Only Canadian suppliers based in Canada can bid on this type of requirement. NOTE: If Canadian information and/or assets coexists with CEO information and/or assets, the CEO information and/or assets must be stamped **Canadian Eyes Only (CEO)**.

If **No Release Restrictions** is selected, this indicates that access to the information and/or assets are not subject to any restrictions.

If **ALL NATO countries** is selected, bidders for this requirement must be from NATO member countries only.

NOTE: There may be multiple release restrictions associated with a requirement depending on the nature of the work to be performed. In these instances, a security guide should be added to the SRCL clarifying these restrictions. The security guide is normally generated by the organization's project authority and/or security authority.

- c) **Level of information**

Using the following chart, indicate the appropriate level of access to information/assets the supplier must have to perform the duties of the requirement.

PROTECTED	CLASSIFIED	NATO
PROTECTED A	CONFIDENTIAL	NATO UNCLASSIFIED
PROTECTED B	SECRET	NATO RESTRICTED
PROTECTED C	TOP SECRET	NATO CONFIDENTIAL
	TOP SECRET (SIGINT)	NATO SECRET
		COSMIC TOP SECRET

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

If Yes, the supplier personnel requiring access to COMSEC information or assets must receive a COMSEC briefing. The briefing will be given to the "holder" of the COMSEC information or assets. In the case of a "personnel assigned" type of contract, the customer department will give the briefing. When the supplier is required to receive and store COMSEC information or assets on the supplier's premises, the supplier's COMSEC Custodian will give the COMSEC briefings to the employees requiring access to COMSEC information or assets. If Yes, the Level of sensitivity must be indicated.

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

If Yes, the supplier must provide the Short Title of the material and the Document Number. Access to extremely sensitive INFOSEC information or assets will require that the supplier undergo a Foreign Ownership Control or influence (FOCI) evaluation by CIISD.

PART B - PERSONNEL (SUPPLIER)

10. a) Personnel security screening level required

Identify the screening level required for access to the information/assets or client facility. More than one level may be identified depending on the nature of the work. Please note that Site Access screenings are granted for access to specific sites under prior arrangement with the Treasury Board of Canada Secretariat. A Site Access screening only applies to individuals, and it is not linked to any other screening level that may be granted to individuals or organizations.

RELIABILITY STATUS	CONFIDENTIAL	SECRET
TOP SECRET	TOP SECRET (SIGINT)	NATO CONFIDENTIAL
NATO SECRET	COSMIC TOP SECRET	SITE ACCESS

If multiple levels of screening are identified, a Security Classification Guide must be provided.

b) May unscreened personnel be used for portions of the work?

Indicating Yes means that portions of the work are not PROTECTED and/or CLASSIFIED and may be performed outside a secure environment by unscreened personnel. The following question must be answered if unscreened personnel will be used:

Will unscreened personnel be escorted?

If No, unscreened personnel may not be allowed access to sensitive work sites and must not have access to PROTECTED and/or CLASSIFIED information and/or assets.

If Yes, unscreened personnel must be escorted by an individual who is cleared to the required level of security in order to ensure there will be no access to PROTECTED and/or CLASSIFIED information and/or assets at the work site.

PART C - SAFEGUARDS (SUPPLIER)

11. INFORMATION / ASSETS

a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information and/or assets on its site or premises?

If Yes, specify the security level of the documents and/or equipment that the supplier will be required to safeguard at their own site or premises using the summary chart.

b) Will the supplier be required to safeguard COMSEC information or assets?

If Yes, specify the security level of COMSEC information or assets that the supplier will be required to safeguard at their own site or premises using the summary chart.

PRODUCTION

c) Will the production (manufacture, repair and/or modification) of PROTECTED and/or CLASSIFIED material and/or equipment occur at the supplier's site or premises?

Using the summary chart, specify the security level of material and/or equipment that the supplier manufactured, repaired and/or modified and will be required to safeguard at their own site or premises.

INFORMATION TECHNOLOGY (IT)

- d) **Will the supplier be required to use its IT systems to electronically process and/or produce or store PROTECTED and/or CLASSIFIED information and/or data?**

If Yes, specify the security level in the summary chart. This block details the information and/or data that will be electronically processed or produced and stored on a computer system. The client department and/or organization will be required to specify the IT security requirements for this procurement in a separate technical document. The supplier must also direct their attention to the following document: Treasury Board of Canada Secretariat - Operational Security Standard: Management of Information Technology Security (MITS).

- e) **Will there be an electronic link between the supplier' IT systems and the government department or agency?**

If Yes, the supplier must have their IT system(s) approved. The Client Department must also provide the Connectivity Criteria detailing the conditions and the level of access for the electronic link (usually not higher than PROTECTED B level).

SUMMARY CHART

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier' site(s) or premises.

For users completing the form **online** (via the Internet), the Summary Chart is automatically populated by your responses to previous questions.

PROTECTED	CLASSIFIED	NATO	COMSEC
PROTECTED A	CONFIDENTIAL	NATO RESTRICTED	PROTECTED A
PROTECTED B	SECRET	NATO CONFIDENTIAL	PROTECTED B
PROTECTED C	TOP SECRET	NATO SECRET	PROTECTED C
	TOP SECRET (SIGINT)	COSMIC TOP SECRET	CONFIDENTIAL
			SECRET
			TOP SECRET

12. a) **Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?**

If Yes, classify this form by annotating the top and bottom in the area entitled "ecurity Classification".

- b) **Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?**

If Yes, classify this form by annotating the top and bottom in the area entitled "ecurity Classification" and indicate with attachments (e.g. SECRET with Attachments).

PART D - AUTHORIZATION

13. **Organization Project Authority**

This block is to be completed and signed by the appropriate project authority within the client department or organization (e.g. the person responsible for this project or the person who has knowledge of the requirement at the client department or organization). This person may on occasion be contacted to clarify information on the form.

14. **Organization Security Authority**

This block is to be signed by the Departmental Security Officer (DSO) (or delegate) of the department identified in Block 1, or the security official of the prime contractor.

15. **Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?**

A Security Guide or Security Classification Guide is used in conjunction with the SRCL to identify additional security requirements which do not appear in the SRCL, and/or to offer clarification to specific areas of the SRCL.

16. **Procurement Officer**

This block is to be signed by the procurement officer acting as the contract or subcontract manager.

17. **Contracting Security Authority**

This block is to be signed by the Contract Security Official. Where PWGSC is the Contract Security Authority, Canadian and International Industrial Security Directorate (CIISD) will complete this block.

Instructions pour établir la Liste de vérification des exigences relatives à la sécurité (LVERS)

La feuille d'instructions devrait rester jointe au formulaire jusqu' ce que la case 17 ait été remplie.

GÉNÉRALITÉS - TRAITEMENT DU PRÉSENT FORMULAIRE

Le responsable du projet doit faire remplir ce formulaire.

L'agent de sécurité de l'organisation doit revoir et approuver les exigences de sécurité qui figurent dans le formulaire, en collaboration avec le responsable du projet.

Le responsable de la sécurité des marchés est le responsable chargé de voir à ce que les fournisseurs se conforment aux exigences de sécurité mentionnées dans la LVERS.

Toutes les demandes d'achat ainsi que tous les appels d'offres et les documents contractuels subséquents, y compris les contrats de sous-traitance, qui comprennent des exigences relatives à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS doivent être accompagnés d'une LVERS dûment remplie.

Il importe d'indiquer si les renseignements ou les biens PROTÉGÉS sont de niveau A, B ou C, le cas échéant; cependant, certains types de renseignements peuvent être indiqués par la mention « PROTÉGÉ » seulement. Aucun renseignement relatif à un contrat gouvernemental PROTÉGÉ ou CLASSIFIÉ ne peut être divulgué par les fournisseurs sans l'approbation écrite préalable de la personne dont le nom figure à la case 17 de ce formulaire.

La classification assignée à un stade particulier du processus contractuel ne signifie pas que tout ce qui se rapporte à ce stade doit recevoir la même classification. Chaque article doit être PROTÉGÉ et/ou CLASSIFIÉ selon sa propre nature. Si un fournisseur ne sait pas quel niveau de classification assigner, il doit consulter la personne dont le nom figure à la case 17 de ce formulaire.

PARTIE A - INFORMATION CONTRACTUELLE

Numéro du contrat (au haut du formulaire)

Ce numéro doit être le même que celui utilisé sur la demande d'achat et services et devrait être celui utilisé dans la DDP ou dans le contrat. Il s'agit d'un numéro unique (c.-à-d. que le même numéro ne sera pas attribué à deux besoins distincts). Une nouvelle LVERS doit être utilisée pour chaque nouveau besoin ou demande (p. ex. un nouveau numéro de contrat, une nouvelle LVERS, de nouvelles signatures).

1. Ministère ou organisme gouvernemental d'origine

Inscrire le nom du ministère ou de l'organisme client ou le nom de l'entrepreneur principal pour qui les travaux sont effectués.

2. Direction générale ou Direction

Cette case peut servir à fournir plus de détails quant à la section du ministère ou de l'organisme pour qui les travaux sont effectués.

3. a) Numéro du contrat de sous-traitance

S'il y a lieu, ce numéro correspond au numéro généré par l'entrepreneur principal pour gérer le travail avec son sous-traitant.

b) Nom et adresse du sous-traitant

Indiquer le nom et l'adresse au complet du sous-traitant, s'il y a lieu.

4. Brève description du travail

Donner un bref aperçu du besoin ou du travail à exécuter.

5. a) Le fournisseur aura-t-il accès à des marchandises contrôlées?

La *Loi sur la production de défense* (LPD) définit « marchandises contrôlées » comme désignant certains biens énumérés dans la Liste des marchandises d'exportation contrôlée, un règlement établi en vertu de la *Loi sur les licences d'exportation et d'importation* (LLEI). Les fournisseurs qui examinent, possèdent ou transfèrent des marchandises contrôlées à l'intérieur du Canada doivent s'inscrire à la Direction des marchandises contrôlées ou être exemptés de l'inscription. On trouvera plus d'information à l'adresse www.cgp.gc.ca.

b) Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?

L'entrepreneur et tout sous-traitant doivent être accrédités en vertu du Programme mixte d'agrément Etats-Unis / Canada si le travail comporte l'accès à des données militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques. On trouvera plus d'information à l'adresse www.dlis.dla.mil/jcp/.

6. Indiquer le type d'accès requis

Indiquer la nature du travail à exécuter pour répondre à ce besoin. L'utilisateur doit choisir un des types suivants :

a) Le fournisseur et ses employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?

Le fournisseur choisit cette option s'il doit avoir accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS pour accomplir le travail requis.

b) Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.

Le fournisseur choisit cette option seulement s'il doit avoir accès régulièrement aux locaux du gouvernement ou à un lieu de travail protégé. Le fournisseur n'aura pas accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS en vertu de cette option.

c) S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?

Le fournisseur choisit cette option s'il y a nécessité de recourir à un service de messagerie ou de livraison commerciale. Le fournisseur ne sera pas autorisé à garder un colis pendant la nuit. Le colis doit être retourné s'il ne peut pas être livré.

7. Type d'information / Restrictions relatives à la diffusion / Niveau d'information

Indiquer le ou les types d'information auxquels le fournisseur peut devoir avoir accès, énumérer toutes les restrictions possibles relatives à la diffusion, et, s'il y a lieu, indiquer le ou les niveaux d'information. L'utilisateur peut faire plusieurs choix selon la nature du travail à exécuter.

Les ministères doivent soumettre la LVERS à TPSGC lorsque:

- les marchés prévoient l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS étrangers ;
- les marchés prévoient aux entrepreneurs étrangers l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS canadiens; ou
- les marchés prévoient aux entrepreneurs étrangers ou canadiens l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS tels que définis dans les documents intitulés Moyens INFOSEC détermination et Divulgaration de INFOSEC.

a) Indiquer le type d'information auquel le fournisseur devra avoir accès

Renseignements et/ou biens du gouvernement canadien

Si des renseignements et/ou des biens canadiens sont indiqués, le fournisseur aura accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS appartenant au gouvernement canadien.

Renseignements et/ou biens de l'OTAN

Si des renseignements et/ou des biens de l'OTAN sont indiqués, cela signifie que, dans le cadre de ce besoin, le fournisseur aura accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS appartenant à des gouvernements membres de l'OTAN. Les renseignements et/ou les biens de l'OTAN sont élaborés par des pays de l'OTAN ou leur appartiennent et ne doivent être divulgués à aucun pays qui n'est pas un pays membre de l'OTAN. Les personnes qui manient des renseignements et/ou des biens de l'OTAN doivent détenir une autorisation de sécurité de l'OTAN et avoir besoin de savoir.

Les contrats comportant des renseignements CLASSIFIÉS de l'OTAN doivent être attribués par TPSGC. La DSICI de TPSGC est le responsable de la sécurité désigné relativement aux questions de sécurité industrielle au Canada.

Renseignements et/ou biens de gouvernements étrangers

Si des renseignements et/ou des biens de gouvernements étrangers sont indiqués, ce besoin permettra l'accès à des renseignements et/ou à des biens appartenant à un pays autre que le Canada.

b) Restrictions relatives à la diffusion

Si **À ne pas diffuser** est choisi, cela indique que les renseignements et/ou les biens sont **réservés aux Canadiens**. Seuls des fournisseurs canadiens installés au Canada peuvent soumissionner ce genre de besoin. NOTA : Si des renseignements et/ou des biens du gouvernement canadien coexistent avec des renseignements et/ou des biens réservés aux Canadiens, ceux-ci doivent porter la mention **Réservé aux Canadiens**.

Si **Aucune restriction relative à la diffusion** est choisi, cela indique que l'accès aux renseignements et/ou aux biens n'est assujéti à aucune restriction.

Si **Tous les pays de l'OTAN** est choisi, les soumissionnaires doivent appartenir à un pays membre de l'OTAN.

NOTA : Il peut y avoir plus d'une restriction s'appliquant à une demande, selon la nature des travaux à exécuter. Pour ce genre de contrat, un guide de sécurité doit être joint à la LVERS afin de clarifier les restrictions. Ce guide est généralement préparé par le chargé de projet et/ou le responsable de la sécurité de l'organisme.

c) Niveau d'information

À l'aide du tableau ci-dessous, indiquer le niveau approprié d'accès aux renseignements et/ou aux biens que le fournisseur doit avoir pour accomplir les travaux requis.

PROTÉGÉ	CLASSIFIÉ	NATO
PROTÉGÉ A	CONFIDENTIEL	NATO NON CLASSIFIÉ
PROTÉGÉ B	SECRET	NATO DIFFUSION RESTREINTE
PROTÉGÉ C	TRÈS SECRET	NATO CONFIDENTIEL
	TRÈS SECRET (SIGINT)	NATO SECRET
		COSMIC TRÈS SECRET

8. Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

Si la réponse est Oui, les membres du personnel du fournisseur qui doivent avoir accès à des renseignements ou à des biens COMSEC doivent participer à une séance d'information COMSEC. Cette séance sera donnée au « détenteur autorisé » des renseignements ou des biens COMSEC. Dans le cas des contrats du type « personnel affecté », cette séance sera donnée par le ministère client. Lorsque le fournisseur doit recevoir et conserver, dans ses locaux, des renseignements ou des biens COMSEC, le responsable de la garde des renseignements ou des biens COMSEC de l'entreprise donnera la séance d'information COMSEC aux membres du personnel qui doivent avoir accès à des renseignements ou à des biens COMSEC.

9. Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Si la réponse est Oui, le fournisseur doit indiquer le titre abrégé du document, le numéro du document et le niveau de sensibilité. L'accès à des renseignements ou à des biens extrêmement délicats INFOSEC exigera que le fournisseur fasse l'objet d'une vérification Participation, contrôle et influence étrangers (PCIE) effectuée par la DSICI.

PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Niveau de contrôle de la sécurité du personnel requis

Indiquer le niveau d'autorisation de sécurité que le personnel doit détenir pour avoir accès aux renseignements, aux biens ou au site du client. Selon la nature du travail, il peut y avoir plus d'un niveau de sécurité. Veuillez noter que des cotes de sécurité sont accordées pour l'accès à des sites particuliers, selon des dispositions antérieures prises auprès du Secrétariat du Conseil du Trésor du Canada. La cote de sécurité donnant accès à un site s'applique uniquement aux personnes et n'est liée à aucune autre autorisation de sécurité accordée à des personnes ou à des organismes.

COTE DE FIABILITÉ	CONFIDENTIEL	SECRET
TRÈS SECRET	TRÈS SECRET (SIGINT)	NATO CONFIDENTIEL
NATO SECRET	COSMIC TRÈS SECRET	ACCÈS AUX EMPLACEMENTS

Si plusieurs niveaux d'autorisation de sécurité sont indiqués, un guide de classification de sécurité doit être fourni.

b) Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

Si la réponse est Oui, cela veut dire que certaines tâches ne sont pas PROTÉGÉES et/ou CLASSIFIÉES et peuvent être exécutées à l'extérieur d'un environnement sécurisé par du personnel n'ayant pas d'autorisation de sécurité. Il faut répondre à la question suivante si l'on a recours à du personnel n'ayant pas d'autorisation de sécurité :

Le personnel n'ayant pas d'autorisation de sécurité sera-t-il escorté?

Si la réponse est Non, le personnel n'ayant pas d'autorisation de sécurité ne pourra pas avoir accès à des lieux de travail dont l'accès est réglementé ni à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS.

Si la réponse est Oui, le personnel n'ayant pas d'autorisation de sécurité devra être escorté par une personne détenant la cote de sécurité requise, pour faire en sorte que le personnel en question n'ait pas accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS sur les lieux de travail.

PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

11. RENSEIGNEMENTS / BIENS :

- a) **Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?**

Si la réponse est Oui, préciser, à l'aide du tableau récapitulatif, le niveau de sécurité des documents ou de l'équipement que le fournisseur devra protéger dans ses installations.

- b) **Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?**

Si la réponse est Oui, préciser, à l'aide du tableau récapitulatif, le niveau de sécurité des renseignements ou des biens COMSEC que le fournisseur devra protéger dans ses installations.

PRODUCTION

- c) **Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?**

Préciser, à l'aide du tableau récapitulatif, le niveau de sécurité du matériel que le fournisseur fabriquera, réparera et/ou modifiera et devra protéger dans ses installations.

TECHNOLOGIE DE L'INFORMATION (TI)

- d) **Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?**

Si la réponse est Oui, préciser le niveau de sécurité à l'aide du tableau récapitulatif. Cette case porte sur les renseignements qui seront traités ou produits électroniquement et stockés dans un système informatique. Le ministère/organisme client devra préciser les exigences en matière de sécurité de la TI relativement à cet achat dans un document technique distinct. Le fournisseur devra également consulter le document suivant : Secrétariat du Conseil du Trésor du Canada – Norme opérationnelle de sécurité : Gestion de la sécurité des technologies de l'information (GSTI).

- e) **Y aura-t-il un lien électronique entre les systèmes informatiques du fournisseur et celui du ministère ou de l'agence gouvernementale?**

Si la réponse est Oui, le fournisseur doit faire approuver ses systèmes informatiques. Le ministère client doit aussi fournir les critères de connectivité qui décrivent en détail les conditions et le niveau de sécurité relativement au lien électronique (habituellement pas plus haut que le niveau PROTÉGÉ B).

TABLEAU RÉCAPITULATIF

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

PROTÉGÉ	CLASSIFIÉ	NATO	COMSEC
PROTÉGÉ A	CONFIDENTIEL	NATO DIFFUSION RESTREINTE	PROTÉGÉ A
PROTÉGÉ B	SECRET	NATO CONFIDENTIEL	PROTÉGÉ B
PROTÉGÉ C	TRÈS SECRET	NATO SECRET	PROTÉGÉ C
	TRÈS SECRET (SIGINT)	COSMIC TRÈS SECRET	CONFIDENTIEL
			SECRET
			TRÈS SECRET

12. a) **La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?**

Si la réponse est Oui, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

- b) **La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?**

Si la réponse est Oui, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

PARTIE D - AUTORISATION

13. Chargé de projet de l'organisme

Cette case doit être remplie et signée par le chargé de projet pertinent (c.-à-d. la personne qui est responsable de ce projet ou qui connaît le besoin au ministère ou à l'organisme client. On peut, à l'occasion, communiquer avec cette personne pour clarifier des renseignements figurant sur le formulaire.

14. Responsable de la sécurité de l'organisme

Cette case doit être signée par l'agent de la sécurité du ministère (ASM) du ministère indiqué à la case 1 ou par son remplaçant ou par le responsable de la sécurité du fournisseur.

15. Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

Un Guide de sécurité ou un Guide de classification de sécurité sont utilisés de concert avec la LVERS pour faire part d'exigences supplémentaires en matière de sécurité qui n'apparaissent pas dans la LVERS et/ou pour éclaircir certaines parties de la LVERS.

16. Agent d'approvisionnement

Cette case doit être signée par l'agent des achats qui fait fonction de gestionnaire du contrat ou du contrat de sous-traitance.

17. Autorité contractante en matière de sécurité

Cette case doit être signée par l'agent de la sécurité du marché. Lorsque TPSGC est le responsable de la sécurité du marché, la Direction de la sécurité industrielle canadienne et internationale (DSICI) doit remplir cette case.